



Train To Groom, Bishop Grooming Academy Application

Train To Groom, Bishop Grooming Academy
Love Fur Dogs, 69 Green Bay Rd., Glencoe, IL 60022
847-LUV-DOGS (588-3647)
www.traintogroom.com
lovefurdogs@aol.com

For Office Use Only

Application Rec'd: _____ Acceptance Date: _____

Expected Graduation Date: _____ No. of Weeks: _____

Student ID No.: _____ Student Notified: _____

STUDENT INFORMATION

Student name _____

Student Address _____

City/State/Zip _____

Phone Numbers (H): _____ (C): _____ (W): _____

Student Email Address _____

Student Birthdate _____ Social Security #: _____

Emergency Contact Name: _____

Relationship: _____ Phone(s): _____

Party Responsible for Payments - Name _____

Relationship and Contact: _____

How did you hear about us? _____

Date of Tetanus Shot/Proof Submitted _____ Right Handed or Left Handed? _____

On a separate piece of paper please discuss your background, previous experience, interests and goals working with animals.

Also on a separate piece of paper please list any physical limitations, accommodations required, or other special conditions we need to know about (i.e. If you have ever received an IEP while in school, please attach).

PROGRAM INFORMATION

New courses start the first Monday of each month. If the first Monday of the month falls on a federal or state holiday, the first day of classes will be the next working day or at the discretion of the instructor.

Requested Start Date: First Choice: _____ Second Choice: _____

Class Times: M-F 9:00 am to 10:00 am – Classroom; 10:00 am to Noon and 12:30 to 5:00 pm – Practical

Course Applying For:

Professional All-Breed Pet Groomer \$5000 (600 hours, 16 Weeks) _____

Groomer Assistant \$3000 (300 hours, 8 weeks) _____

COURSE DESCRIPTIONS AND OBJECTIVES

The Professional All-Breed Pet Groomer Course – A 600 hour, 16 week, hands-on course combining classroom and supervised practical instruction in all-breed dog and cat grooming building on a foundation of safety and health, hygiene and topical dermatology, and artistry. See catalog for complete description.

- Students will learn to use all necessary tools, equipment, and techniques used by professional groomers.
- Students will receive the International Professional Groomers, Inc., Bathing Certification and Certified Salon Professional certificate prior to graduation.
- Student will be prepared to test for the IPG Certified Professional Groomer certificate upon graduation.
- Students will be prepared for employment as professional groomers.

Groomer Assistant Course – A 300 hour, 8 week hands-on course combining classroom and supervised practical instruction in all the necessary skills for groomer assistants building on a foundation of safety and health, and hygiene and topical dermatology. See catalog for complete description.

- Students will learn to use all necessary tools, equipment, and techniques used by professional groomer assistants.
- Students will receive the International Professional Groomers, Inc., Bathing Certification and Certified Salon Professional certificate prior to graduation.
- Students will be prepared for employment as bathers/groomer assistants.

Through coursework, lectures, guest speakers, field trips, videos, and supervised instruction during hands-on practice, students will develop the knowledge and practical skills necessary to function at their respective level in the field of pet grooming.

Industry estimates indicate that there are over 30,000 vacancies for dog and pet groomers nationwide. This is a field that pays well, gives employees flexibility as well as security, and is suitable for a wide variety of skill levels and abilities. Grooming schools regularly report a high graduate employment rate immediately upon graduation. As the market is far from saturation, the demand is likely to persist for many years.

TUITION AND FEES

_____ \$100 Deposit (non-refundable due with application. Credited to tuition if student is accepted.)

Payment Plan (Please check one):

_____ Payment in full by or on the first day of class.

Professional All-Breed Groomer Course = \$4,900 (\$5,000 less deposit)

Groomer Assistant Course = \$2,900 (\$3,000 less deposit)

_____ Installment Plan:

Professional All-Breed Groomer Course: Min \$1,600 Due First Day of Class, \$330/wk for 11 weeks beginning 2nd week, finance fee \$300. Total cost = \$5,300

Groomer Assistant Course: Min \$1,600 Due First Day of Class, \$325/wk for 5 weeks beginning 2nd week, finance fee \$100. Total cost = \$3,100

Please see detailed Installment Plan schedule and conditions in current school catalog.

Additional Supplies, Fees and Texts

Student is responsible for purchasing his or her own professional quality grooming equipment as listed in Appendix A of the current school catalog by the end of the second week of class. Approximate cost of these materials is:

Professional All-Breed Groomer Course: approximately \$900

Groomer Assistant Course: approximately \$700

Student is responsible for purchasing textbooks for the course prior to the first day of class. Prices shown are the approximate price of the text at the time of the catalog publication and should be used as a guideline only. Used texts in good condition of the same edition are acceptable.

Professional All-Breed Groomer Course Required Text:

Smith, Karla Addington. Introduction to the Foundations of Dog Grooming. \$45

One of the following:

Kohl, Sam. All Breed Grooming Guide. 4th Ed. \$100

Verplank, Melissa. Notes From the Grooming Table. \$70

Groomer Assistant Course Required Text:

Smith, Karla Addington. Introduction to the Foundations of Dog Grooming. \$45

Other Required Expenses for Professional All-Breed Groomer Course:

IPG Certified Salon Professional Testing Package (Includes Study Guide and Testing Fee): \$150

IPG Certified Professional Groomer Testing Package (Includes One Year Membership in IPG, CPG Testing Fee and Study Guide): \$200

Other Required Expenses for Groomer Assistant Course:

IPG Certified Salon Professional Testing Package (Includes Study Guide and Testing Fee): \$150

Total Estimated Cost for programs:

Professional All-Breed Groomer Course: \$6,395

Groomer Assistant Course: \$3,900

CANCELLATION POLICY

A student may withdraw from the program any time prior to attending the first day of class and receive a full refund of any monies already paid less the non-refundable application fee.

After attending the first day of class, or missing the first class without notifying the administration of their intent to withdraw in a timely manner, students will be subject to the cancellation policies as described in the catalog.

The student’s decision to withdraw prior to the start of classes must be communicated to the administration either by email or in writing to be received by the start of the student’s first class period.

CONSUMER INFORMATION

All schools approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school’s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

Please refer to these locations for this information.

TRAIN TO GROOM / BISHOP GROOMING ACADEMY STUDENT MANUAL

Bishop Grooming Academy and Love Fur Dogs, LLC (Academy) does and will take every reasonable precaution to ensure the safety of the students, staff, and dogs before, during, and after the school and work day. Vital to that fundamental emphasis on safety will be student commitment to following safety protocols with diligence and consistency, faithfully every single minute of every single day.

Working with dogs, cats, clippers and other tools can be unpredictable. Please come to school well-rested, wearing close-toed highly supportive (we recommend professional orthotic) shoes and socks, comfortable pants of an appropriate material (i.e. surgical scrubs) designed not to absorb hair, and shirt (T-shirts are fine) as we will be wearing a uniform smock. Please do not wear perfume of any kind. If you smoke, please let your clothes air out outside for a minimum of two minutes before entering the shop. Smokers are required to smoke in the alley behind the shop, at the enforced 15 feet from the door. Smokers are also required to use the supplied ashtray and to be helpful in constantly cleaning it. Smokers are never allowed to smoke in front of the business and are expected to do extra work to keep the exteriors of our building clean.

You will be expected to clean up after all animals each day. Be sure that whatever you wear, it is washable. Jewelry is to be kept at an absolute minimum. Hair is to be clean and away from the face, pulled back is preferable if the hair is long. No dangling earrings, bracelets, etc. No inappropriate messaging on tattoos or clothing is to be visible, and modest respectful behavior and dress is expected by everyone at all times. Other safety protocols, such as proper pet handling, hearing protection while in the drying room, etc. will be enforced without exception.

By attending this school where you will train for a rewarding professional career, you are expected to maintain professionalism and integrity at all times. The full LOVE FUR DOGS LLC Employee Manual must be read and agreed to and contains our ethics and expectations as to all personnel present in our business. It is to be followed at all times.

The Academy follows a general syllabus for each course that works around the pets that come in each week. Each day can be different, given what customer dogs come in. In general the 16 week course will proceed as follows:

1. 30 minutes to two hours daily of THEORY - videos, teacher-led demonstrations, discussion, book material, testing, question and answer, business practices, anatomy, safety, breeds, coat types, equipment care, customer service, etc.
2. One month of bathing/brushing, maintenance grooming, and Salon Basics.
3. One month of Clipper work emphasis
4. Final weeks perfecting finishing techniques such as hand scissoring, hand stripping, thinning shears, etc.

Love Fur Dogs, LLC, is an actively operating grooming business. The students will be expected to uphold the schedule necessary to the business, working alongside staff for the well-being of all pet customers. Duties can include checking in dogs, answering phones, grooming and bathing. And everyone will clean, several times a day. Everyone cleans, all the time - an essential part of grooming. The first priority of students and all staff is to the well-being of our two-legged and four-legged customers, as without customers there are no dogs to practice on, there is no business. Teachers must prioritize the needs of the paying customers that keep the business operating. If you need teacher assistance, you may have to wait sometimes. Please notify the teacher of your need for help, then wait patiently. Every two minutes, remind the teacher that you still need help. Teachers will be constantly checking and critiquing your work. Please know that among our encouraging comments we will also honestly instruct ways for you to improve. The best students are life-long learners that always want to learn from those with more experience than themselves. Even Master Groomers learn new things all the time. Take instruction with grace and you will excel! As with any highly active grooming shop, multi-

tasking, stress management, and a constantly positive professional team spirit and collegiality are necessary for all students and staff.

Class runs Monday through Friday 9:00 a.m. until we are finished. Some days we will only be doing 1-2 dogs per student, some days more. Dismissal will never be before 3 pm and could be as late as 5. No one is to leave until they are checked out by a teacher. Flexibility is a desirable trait.

Students will be required to attend one field experience during their training. There are many free dog shows frequently held in the Chicago area where students can see breed standards at their best. This is a valuable training activity and students will be notified of the schedules for the all-breed shows held in northern Illinois and southern Wisconsin throughout the year.

There will also be guest speakers and seminars from time to time on areas of professional improvement that we will all be required to attend.

All students, regardless of course, will receive their Bather certificate and Certified Salon Professional certificate during the course of their training. Additionally, students will be trained in Canine CPR.

Students of the Professional All-Breed Groomer Course will receive a one year membership to the International Professional Groomers, Inc. with their Certified Grooming Professional testing fee and are strongly encouraged to ultimately become Certified Master Groomers (We recommend that you not attempt this high level of testing until you have at least 1-2 years of working experience as a groomer). Students are also encouraged to engage in the social media national community of groomers, but to **always** without fail maintain a positive and highly professional public persona. Anything less reflects very badly on our business and the grooming profession in general.

Love Fur Dogs, LLC offers some free and discounted services to law enforcement and service dogs as a thank you for the good they do in our communities. Students are a vital part of this very special aspect of our business.

Love Fur Dogs, LLC also has a deeply held commitment to embracing the differently abled and expect nothing but tolerant, respectful, appropriate, and helpful behavior towards all people of all diverse backgrounds. Further, no harassment, discriminatory, or sexually inappropriate behavior or language will be tolerated. Our business is a "no-drama" zone. Gossip and problem-stirring will not be tolerated. We work together as a positive team for the love and well-being of the animals we serve. This is a NOBLE profession, one that demands the best from each of us.

Students must agree to abide by the non-competition contract that all employees sign. No human or pet customer of Love Fur Dogs, LLC is to be contacted, solicited, lured away, etc. and no data may be taken from the business. Copies of the agreement will be given to all students. And we have a strict rule that we never bad mouth any competitor in the animal business. We say only that we love and appreciate everyone who works in the pet care industry.

Working with live animals does contain some element of risk, as do many professions such as health care, law enforcement, firefighting, construction work, etc. Groomers can expect to be bitten, scratched, etc. and you must prioritize the safety protocols we will teach you and adhere to them strictly. This is IMPORTANT. Also vital to your safety and that of our clients is that you learn proper behavioral management of dogs. We will teach you this vital information, but it begins and ends with CALM, CONFIDANT, CONSISTENT, COMMAND, CONTROL of all animals at all times. Your mindset and temperament will make ALL the difference.

Love Fur Dogs, LLC and the Bishop Grooming Academy is profoundly invested in the success of our students. We will do everything within our power to help you achieve the results you desire from this vocational educational commitment.