

# The Paragon School of Pet Grooming

## *Distance Learning Programs*

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~ Tool Kit and Text Books ~**

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## **The Paragon School of Pet Grooming**

The Paragon School of Pet Grooming is dedicated to creating and providing the best professional learning programs for people interested in the field of professional pet grooming. We want to see you succeed in your education AND in your career! It has been proven that a top-notch educational experience will contribute to your overall success.

Melissa Verplank, one of the pet industries leading authorities for over 30 years brings her wealth of experience in grooming, judging and teaching as well as her 20+ years as a business owner to you the student. Her commitment and passion is to help you become the best pet professional that you can be! Ms. Verplank's school, The Paragon School of Pet Grooming combines years of running a premier training center for professional pet grooming styling techniques with a well rounded curriculum of current information on the latest styling tools, techniques and business education trends in the pet industry.

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Jenison, Michigan  
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Hours: Monday - Friday 9AM-5PM (Eastern Standard Time)

## **The Paragon Distance Learning Programs – Career Edition**

The Paragon Distance Learning Programs – Career Edition are the most complete and comprehensive correspondence courses developed for the pet grooming industry. It represents the culmination over 30 years of real-world experience from master stylist Melissa Verplank and her team of exceptional pet groomers and trainers.

This program was designed to fit the needs of highly motivated and confident individuals who have access to practice pets outside of the Paragon training center. Focus is on assisting students to become comfortable with pets, equipment and techniques necessary to become competent in a professional grooming setting. Students gather valuable, self-mentoring information that will allow them to achieve their professional goals with time and practice. Students concentrate on basic pet grooming of dogs including brushing, combing, clipping nails, cleaning ears, bathing, drying techniques, clipper and scissor finishing techniques as well as proper pattern setting for various breeds. Emphasis is placed on perfecting grooming skills while concentrating on proper breed profile, increasing speed, efficiency and developing maximum grooming potential.

The foundation of the Paragon Distance Learning Programs is the award winning books, Notes From the Grooming Table and Theory of Five, written by Melissa Verplank. With almost 500 pages of information and diagrams, these manuals are organized in an easy-to-understand format covering all aspects of professional pet grooming in detail. Notes From the Grooming Table has become the "Bible" of the pet grooming industry. That's why successful pet groomers and stylists use Notes From the Grooming Table combined with its sister book, Theory of Five to establish successful grooming techniques in the shortest time possible.

The Paragon Distance Learning Programs – Career Edition is a comprehensive instructional package created to help you start a career as a professional pet groomer. The training focuses on a total of six text books to give you a systematic education on pet handling, official AKC breed standard information, canine terminology and pet grooming techniques. Complementing the text books are the Paragon Pet Styling DVD Series. Ms. Verplank and the Paragon Training Team of Certified Master Groomers and contest winning stylists will clearly show you how to execute the techniques outlined in Notes From the Grooming Table using a wide variety of pets in this DVD set. Included with your programs are the Paragon Workbooks that will guide you step-by step through each level of training.

The three part course can be completed in as little as 6 weeks or you can study at your own pace for up to 18 months for the three part course. The Paragon Pet Grooming Workbook will systematically guide you through the entire program at the pace you choose for yourself. Upon successful completion, you will have the knowledge necessary to begin grooming pets as a professional pet groomer.

## **Paragon Bather/Brusher Distance Learning Career Program**

*Prerequisite: A love of animals*

**Total training time – up to 6 months**

**Application Fee: \$25.00**

**Processing/Handling Fee: \$50.00**

**Tuition Fee: \$595.00**

**Paragon Pet Stylist DVD Set: \$495.00**

**In this program you will learn:** Basic canine physiology, pet grooming and handling of dogs and cats, (cats optional), including brushing, combing, clipping nails, cleaning ears, preparatory clipping, bathing, drying and basic finishing techniques for a wide variety of coat types.

**Included with this program:** The Paragon Home Study Workbook; Volume #1. You will also receive registration for the on-line testing, pet tracking journal, photo essay template and training support through the Paragon Call Center or on-line.

**Required study materials for course:** Level #1- Paragon Pet Styling Career Start DVD Series (15 DVD set) and *Canine Terminology, Cesar's Way, AKC Complete Dog Book, Notes from the Grooming Table, and Theory of Five*. All testing is on-line and open book. All grooming tools are to be supplied by the student. Text books, Paragon Pet Styling DVDs and tools may be purchased in kit form through Paragon or independently by the student on the open market. Costs for supplies the student must provide are on pages 16 – 18 in the Distance Learning Program catalog, if purchased through The Paragon School of Pet Grooming.

### **VIDEO DESCRIPTIONS & SELF-STUDY LESSONS**

<b>BBC Unit #V1</b>	<b>Canine Anatomy</b>
<b>BBC Unit #V2</b>	<b>The Tools</b>
<b>BBC Unit #V3</b>	<b>Pre-Assessment Work</b>
<b>BBC Unit #V4</b>	<b>Bathing &amp; Drying (8 DVD lessons)</b>
<b>BBC Unit #V5</b>	<b>Brushing Skills</b>
<b>BBC Unit #V6</b>	<b>Structure of a Mat:</b>
<b>BBC Unit #V7</b>	<b>Pet Handling</b>
<b>BBC Unit #V8</b>	<b>Finishing a Bath &amp; Brush Style Pet</b>

**BBC Unit #1 Selection and Care of Equipment** **2 hours**  
Introduction to various types of grooming equipment, the importance of proper selection and maintenance, correct application and handling of basic tools.

**BBC Unit #2 Canine Psychology & Temperament** **8 hours**  
Behavior, socialization and methods of dealing with dogs in a professional setting.

**BBC Unit #3 Safety and Sanitation** **2 hours**  
Safety precautions followed in the grooming salon and the importance of proper sanitation.

**BBC Unit #4 Anatomy** **2 hours**  
The study of the basic anatomy of the dog and how to apply it in the grooming world.

**BBC it Unit #5 Pet Handling****2 hours**

The basic moves to most effectively get a job accomplished. Nail trimming, ear cleaning, leg-holding, head holding, dryer introduction and introduction to the clipper. Safety issues such as: loop tension, muzzles, bathing and handling the fearful pet.

**BBC Unit #6 Common Grooming Products****2 hours**

We will isolate the key products that you would need to do your job thoroughly. Focus is on the dispensable products that constantly need to be replaced in a professional setting.

**BBC Unit #7 Basic Equipment Handling****2 hours**

How to most effectively hold and handle all types of equipment efficiently and safely, including combs, brushes, small scissors and thinning shears, clippers and dryers. How to properly hold equipment which is important from a technical standpoint as well as a physical standpoint, for both pet and the stylist.

**BBC Unit #8 Pre-Assement & PreWork****2 hours**

The first lessons on learning to observe the pet's overall condition and temperment while learning the fundamentals of the foundation skills required on all pets. Learn how to trim nails and clean ears.

**BBC Unit #9 Bathing & Drying Skills****10 hours**

Learn how to correctly bathe and dry a wide variety of different coat types on all sizes of dogs.

**BBC Unit #10 Brushing & Combing Skills****2 hours**

Learn how to safely and thoroughly brush out multiple different coat types using an array of specialized brushes and combs.

**BBC Unit #11 Anatomy of a Mat****1 hour**

What mats are, how they form and how they are safely removed.

**BBC Unit #12 Elementary Equipment Handling****1 hour**

Learn the basic fundamentals of using clippers, scissors and thinning shears which will allow you to effectively complete a bath and brush style dog at a professional level.

**BBC Unit #13 Neatening Feet****2 hours**

Learn to neatn the pads and feet of coated dogs.

**PRACTICAL APPLICATION****~ GRM Unit BBC #1 Grooming****40-60 hours**

Levels Y1 and Y2 deal with basic bathing and drying procedures used on all dogs. Typical coat types of dogs that are used for practice sessions are: smooth coated pets, short coated, combination coats, heavy coated, double coated dogs, or any of the silky coated pets or curly coated pets that do not procede to full hair cuts.

*~ Minimum # of Pets Bathed & Dried at this level of training: 20*

## **Paragon Pet Grooming Distance Learning Career Program**

*Prerequisite: Successful completion of the Paragon Bather/Brusher Career Program*

**Total training time – up to 6 months**

**Application Fee: \$25.00**

**Processing/Handling Fee: \$50.00**

**Tuition Fee: \$595.00**

**Paragon Pet Stylist DVD Set: \$275.00**

**In this program you will learn:** Students are taught to properly groom the popular breeds of dogs and cats, (cats optional), encountered in a typical grooming shop. Focus is on low maintenance clipper trims, basic head styling and foundation scissoring skills. Pet handling skills are refined to a point that the student understands the importance of winning the trust and cooperation of a pet in a professional setting and can effectively demonstrate those skills.

**Included with this program:** The Paragon Home Study Workbook; Volume #2. You will also receive registration for the on-line testing, pet tracking journal, photo essay template and training support through the Paragon Call Center or on-line.

**Required study materials for course:** Level #2 - Paragon Pet Styling - The Groomer's DVD Series and *Canine Terminology, AKC Complete Dog Book, Notes from the Grooming Table, and Theory of Five and First Aid in the Salon*. All testing is on-line and open book. All grooming tools are to be supplied by the student. Text books and tools may be purchased in kit form through Paragon or independently by the student on the open market. Costs for supplies the student must provide are on pages 16 – 18 in the Distance Learning Program catalog, if purchased through The Paragon School of Pet Grooming.

### **VIDEO DESCRIPTIONS & SELF-STUDY LESSONS**

<b>PGC Unit #V1</b>	<b>First Aid &amp; CPR</b>
<b>PGC Unit #V2</b>	<b>Clipper Skills</b>
<b>PGC Unit #V3</b>	<b>Attach-On Comb Tricks &amp; Tips</b>
<b>PGC Unit #V4</b>	<b>Scissor Skills</b>
<b>PGC Unit #V5</b>	<b>Poodle Face, Feet &amp; Tail</b>
<b>PGC Unit #V6</b>	<b>The Body Contour Trim #1 – Maltese mix</b>
<b>PGC Unit #V7</b>	<b>The Body Contour Trim #2 – Golden Retriever</b>
<b>PGC Unit #V8</b>	<b>Introducing Puppies to Professional Grooming</b>
<b>PGC Unit #V9</b>	<b>Salvage Work on a Double Coated Breed</b>
<b>PGC Unit #V10</b>	<b>Advanced Dematting Techniques on a Long, Natural Coat</b>

**PGC Unit #1 The Dog: History and Breed Identification: 160 hours**

*Working Group, Hound Group, Non-Sporting Group, Herding Group*

Study of the dog with emphasis on origin, history, identification, standards and terminology.

**PGC Unit #2 First Aid & CPR 2 hours**

Administration of first aid to a dog or cat in a life-threatening situation to prevent further complications until professional help is obtained.

**PGC Unit #3 Clipper Skills 2 hours**

How to most effectively use clippers efficiently and safely, including blades, snap-on combs and clipper vacuuming systems.

- PGC Unit #4 The Art of Scissoring** **2 hours**  
 Advanced methods of using shears with focus on efficient use of all shear types and safety for both the pet and the groomer.
- PGC Unit #5 Parasites and Their Control** **2 hours**  
 Life cycles, prevention, elimination and control of various external and internal animal parasites
- PGC Unit #6 Diseases and Preventive Vaccination Procedures** **2 hours**  
 Preventative vaccination procedures with emphasis on the more common ailments and disorders.
- A Healthy Dog & Basic Nutrition** **2 hours**  
 A healthy dog requires proper nutrition, regular grooming, exercise sessions and training for good behavior. In this section we'll look at what is required to maintain a healthy dog and how you can assist the owner through education.
- Common Illnesses & Skin Disorders of Dogs** **2 hours**  
 many medical problems can be alleviated with conscientious care but almost all dogs will become ill at some point in its life. As a professional groomer/stylist we are on the front lines to recognize any abnormalities with a dog and bring it to the attention of the owner.
- PGC Unit #7 The Body Contour Trim** **2 hours**  
 Learn the skills necessary to create this popular, low maintenance trim on a wide variety of dogs and coat types safely and efficiently.
- PGC Unit #8 Creating the Round Head Style** **2 hours**  
 Learn the skills necessary to create this well-liked head style using many different tools based on different breeds and coat types.

## **PRACTICAL APPLICATION**

- PGC Unit GRM #1 Grooming** **40-60 hours**  
 Level Y3 focuses on longer trims that require a guard comb and smaller dogs that are trimmed regularly and are mat free. These trims yield a longer, fluffer trim that is forgiving to errors as you first learn to use the clippers, scissors and thinning shears.  
*~ Minimum # of pets groomed at this level of training: 20*
- PGC Unit GRM #2 Grooming** **40-60 hours**  
 Level R1 trims are close cutting, body contour type trims. This is a low maintenance trim that is popular with countless clients. Students focus on efficient and safe use of their clippers, achieving a smooth and neat result in the final trim.  
*~ Minimum # of pets groomed at this level of training: 20*

## **Paragon Pet Stylist Distance Learning Career Program**

*Prerequisite: Successful completion of the Pet Groomer Career Program*

**Total training time – up to 6 months**

**Application Fee: \$25.00**

**Processing/Handling Fee: \$50.00**

**Tuition Fee: \$595.00**

**Paragon Pet Stylist DVD Set: \$310.00**

**In this program you will learn:** Students focus on basic pattern styling of Schnauzers, American Cocker Spaniels, Shih Tzus and other popular breeds. Students in this level are taught to perfect their grooming technical skills while concentrating on proper breed profile of all breeds, increasing speed, efficiency and developing maximum grooming potential.

**Included with this program:** The Paragon Home Study Workbook; Volume #3 and You will also receive registration for the on-line testing, pet tracking journal, photo essay template and training support through the Paragon Call Center or on-line.

**Required study materials for course:** Level #3 - Paragon Pet Styling - Stylist's DVD Series and *Canine Terminology, AKC Complete Dog Book, Notes from the Grooming Table, and Theory of Five*. All testing is on-line and open book. All grooming tools are to be supplied by the student. Text books and tools may be purchased in kit form through Paragon or independently by the student on the open market. Costs for supplies the student must provide are on pages 16 – 18 in the Distance Learning Program catalog, if purchased through The Paragon School of Pet Grooming.

### **VIDEO DESCRIPTIONS & SELF-STUDY LESSONS**

<b>PSC Unit #V1</b>	<b>Bladed Body w/Stylized Leg</b>
<b>PSC Unit #V2</b>	<b>Pet Sporting Dog Patterns – Springer Spaniel</b>
<b>PSC Unit #V3</b>	<b>Long Legged Terrier Trims with a Welsh Terrier</b>
<b>PSC Unit #V4</b>	<b>Short Legged Terrier - Westie</b>
<b>PSC Unit #V5</b>	<b>Pet Cocker Trims</b>
<b>PSC Unit #V6</b>	<b>Pet Schnauzer Trim.</b>
<b>PSC Unit #V7</b>	<b>Pet Bichon Trim.</b>
<b>PSC Unit #V8</b>	<b>Poodle Grooming</b>
<b>PSC Unit #V9</b>	<b>Advanced Hand Scissoring</b>
<b>PSC Unit #V10</b>	<b>Hand Stripping the Harsh Coated Terrier</b>

**PSC Unit #1 The Dog: History and Breed Identification: 160 hours**

*Sporting Group, Terrier Group, Toy Group, Miscellaneous Group*

Study of the dog with emphasis on origin, history, identification, standards and terminology.

**PSC Unit #2 Bladed Body w/Stylized Leg 2 hours**

with minor variations, this trim pattern can be adapted to a wide range of purebred and mixed breed dogs. It is one of the most common trim patterns applied to many pet dogs.

**PSC Unit #2 Long Legged Terrier Trims 2 hours**

Long legged terriers are highly stylized and there are definitely right and wrong ways to groom them. Learn the basic concepts and pattern setting techniques for pet long legged terriers.

**PSC Unit #2 Sporting Dog Patterns****2 hours**

Many pet sporting dogs with long silky coats require minor trimming and styling. In this section you will learn the basic concepts of working with the muscle and bone structure to create a very natural yet stylized trim on pet dogs.

**PSC Unit #2 Short Legged Terrier Trims****2 hours**

Many of your short legged terriers have very tight and tailored trims. In this section we will show you how to modify a handstripped grooming job for that of a typical pet trim which is a clipper cut.

**PSC Unit #2 The Rectangular Head Style of Terriers****2 hours**

The rectangular head style is normally found on terrier breeds and some working dogs. There are minor differences between the breeds in the length and density of the rectangle. Beard length, eyebrows or falls will all play a part in creating the rectangular head.

**PSC Unit #2 Corrective Grooming Techniques****2 hours**

Learn how to camouflage common anatomy problems with trimming while accentuating the good points of the pet.

**PSC Unit #3 Handstripping Techniques****2 hours**

Learn the basic 'proper' techniques of caring for the harsh, crisp coats of many breeds that if prepared for the show ring would be handstripped versus clipper cut.

**PSC Unit #4 Continuing Education****2 hours**

The key to success in any professional field is continued education to stay abreast of all the latest tools, techniques and styling trends.

**PSC Unit #5 Client Communications****4 hours**

Clear, concise communications with pet owners is critical to be a successful pet stylist. Learn how to market yourself, discuss grooming options and educate your clientele about proper pet hygiene.

**PRACTICAL APPLICATION****PSC GRM Unit #1 Grooming****30-50 hours**

Level R2 deals with the most popular 'stylized trim' around, the bladed body with a stylized leg. With this trim style, students focus on pattern setting using the pet's anatomy, as well as clipper and scissor skills. Key elements in these stylized trims are not only strong technical skills but also the ability to apply corrective grooming techniques to bring out the best features of the pet while hiding its physical faults.

*~ Minimum # of pets groomed and styled at this level of training: 15*

**PSC GRM Unit #2 Grooming****30-50 hours**

In level R3, students continue to set patterns based off of applied anatomy while focusing on a variety of coat types that require not only clipping and scissoring skills but also carding, blending and handstripping skills. Corrective grooming techniques to bring out the best features of the pet while hiding its physical faults are elementary while accentuating correct breed profile trimming techniques.

*~ Minimum # of pets groomed and styled at this level of training: 15*

**PSC GRM Unit #3 Grooming****30-50 hours**

The Blue level focuses on perfecting higher skill sets of sculpting and carding the fur to accentuate breed profile trimming tactics on breeds of dogs that are typically common to high volume pet salons such as modified show trims on the Bichon Frise, Kerry Blue Terrier, English Cocker Spaniel, Soft Coated Wheaten, elaborate Poodle trims and Bedlington Terriers to name a few.

*~ Minimum # of pets groomed and styled at this level of training: 15*



## **Photo Journal Critiques – All Program Levels**

The Paragon Distance Learning Study program offers written critiques from photos you send in to the Paragon Training Center on dogs you have groomed. Send in our structured Self Study Photo Journal sheets by the end of each training module to earn your grade in this portion of the Paragon Distance Learning Program.

Students need to submit the following photos and fill out the on-line form concerning the details of the trim for the pet. The photos should be clear and bright with the pet filling up the frame but not cutting sections of the body out of the photo. The better the dog stands squarely or assumes a ‘show stance,’ the better we will be able to evaluate the images.

1. A clear **before** photo of the pet – profile or  $\frac{3}{4}$  view from the front preferred.
2. After photo of the pet – profile
3. After photo of the pet – front view
4. After photo of the pet – rear view
5. After photo of the pet – close up of face/head
6. Optional after photo of your choice

*Send in the following grooming jobs & trim styles to our Paragon Distance Learning Center for a photo evaluation. Blank photo evaluation sheets are available on-line for free at our web site.*

### **Level #1: Paragon Bath & Brush Program**

- **2 Bath & Brush style dogs with fur.** Acceptable breed suggestions or mixed breeds that follow the coat type: Golden Retriever, rough coated Collie, Shetland Sheep Dog, Akita or similar breed type

### **Level #2: Paragon Groomer Distance Learning Program**

- **Guarded All Trimming with fur at least  $\frac{1}{2}$  inch all over the body and legs.** Acceptable dogs would be drop coated breeds or mixed breeds with straight or wavy coats.
- **#4, #5 or #7 All Trim.** Acceptable dogs would be anything where at least a half inch of fur is being removed for a close body trim all over.
- **Bladed Body – Stylized Leg Trim.** Acceptable pets are any wavy or curly coated purebred or mixed breed.

### **Level #3: Paragon Pet Stylist Distance Learning Program**

- **Long Legged Terrier Trim.** Acceptable breeds; Schnauzers, Airedale, Welch or Wire Fox Terrier. Correct breed profile PET trimming will be evaluated.
- **Short Legged Terrier Trim** – Acceptable breeds; West Highland White Terrier or Scottish Terrier. Correct breed profile PET trimming will be evaluated.
- **Sporting Dog Trim** - Acceptable breeds; Springer Spaniel, English Cocker Spaniel or American Cocker - Correct breed profile PET trimming will be evaluated.
- **Bichon Frise** – Acceptable breed; Bichon or mixed breed strongly resembling the Bichon. Correct breed profile PET trimming will be evaluated.
- **Poodle in a Stylized Lamb, Puppy Cut or Euro Trim.** Acceptable breed; Poodle or mixed breed strongly resembling the Poodle. Correct breed profile PET trimming will be evaluated.
- **Mixed Breed sporting any trim that best accentuates the dog.** Acceptable breeds – free choice. Make it fun – make it creative!



## **On-Line Testing**

Testing is available for each section of the Paragon Distance Learning Study Program on-line. The questions are true / false or multiple choice.

Successful completion of the on-line testing is required before moving to the next level of training in the Paragon Distance Learning program.

Upon successful completion of a 70% or higher test score, receive a Certificate of Completion for your work in the text book and DVD portion of the home study program.

## ~ Text Books & Reading Assignments ~

The open book testing format is a timed testing procedure and a reasonable time limit is set to take each test once the home study student is signed up on-line. Some books are broken into multiple tests due to the amount of material covered. We reserve the right to substitute books or DVDs for different titles of similar content.

### Required Text Books to Be Used Throughout All the Paragon Distance Learning Career Training Programs

- Canine Physiology: “*Cesar’s Way*”- Cesar Millan
- Canine Anatomy: “*Canine Terminology*” – Harold Spira
- Breed Standards: “*AKC Complete Dog Book*” – The American Kennel Club
- Grooming: “*Notes From the Grooming Table*” – Melissa Verplank
- Grooming: “*Theory of Five*” – Melissa Verplank
- Canine First Aid “*First Aid in the Salon*” - John Stasko
- Paragon Pet Grooming Study Guide & Workbook – released in modules

### **REQUIRED DVDs**

#### **Paragon Pet Styling – Career Start DVD Series**

- ◆ Canine Anatomy (Paragon Learning Series)
- ◆ The Tools (Paragon Learning Series)
- ◆ Pre-Assessment Work (Paragon Learning Series)
- ◆ Bathing & Drying (Set of 8 DVDs) (Paragon Learning Series)
- ◆ Brushing Skills (Paragon Learning Series)
- ◆ Structure of a Mat: (Paragon Learning Series)
- ◆ Pet Handling (Paragon Learning Series)
- ◆ Finishing the Bath & Brush Pet (Paragon Learning Series)

#### **Paragon Pet Styling - The Groomer’s DVD Series**

- ◆ First Aid & CPR: (Outside DVD)
- ◆ Clipper Skills: (Paragon Learning Series)
- ◆ Attach-On Comb Tricks & Tips (Paragon Learning Series)
- ◆ Scissor Skills (Paragon Learning Series)
- ◆ Poodle Face, Feet & Tail (Paragon Learning Series)
- ◆ The Body Contour Trim #1 – Maltese Mix (Paragon Learning Series)
- ◆ The Body Contour Trim #2 - Golden Retriever (Paragon Learning Series)
- ◆ Introducing Puppies to Professional Grooming (Paragon Learning Series)

- ◆ **Salvage Work on a Double Coated Breed** (Paragon Learning Series)
- ◆ **Advanced Dematting Techniques on a Long, Natural Coat**(Paragon Learning Series)

**Paragon Pet Styling - The Stylist's DVD Series**

- ◆ **Bladed Body w/Stylized Leg** (Paragon Learning Series)
- ◆ **Long Legged Terrier Trims w/Welsh Terrier** (Paragon Learning Series)
- ◆ **Pet Sporting Dog Patterns – Springer Spaniel** (Paragon Learning Series)
- ◆ **Pet Schnauzer Trim** (Paragon Learning Series)
- ◆ **Short Legged Terrier - Westie** (Paragon Learning Series)
- ◆ **Pet Cocker Trims** (Paragon Learning Series)
- ◆ **Poodle Grooming** (Paragon Learning Series)
- ◆ **Pet Bichon Trim** (Paragon Learning Series)
  - ◆ **Advanced Hand Scissoring** (Paragon Learning Series)
  - ◆ **Hand Stripping the Harsh Coated Terrier** (Paragon Learning Series)

*Please note: We are unable to accept returns on videos and DVD's unless they are defective, in which case we will replace them with the same title.*

## **Tuition Policies**

Students make payments for the Paragon Distance Learning Programs as they successfully complete each level of training. The first session in the Paragon Distance Learning Program does not require any prerequisites and will be shipped to you within two business days of your completed enrollment agreement. Subsequent lessons in the Paragon Distance Learning Program will be shipped as you successfully complete the previous session and payment is received. Payments can be made by cash, check, Discover Card, Visa or MasterCard or PayPal when ordered on-line.

## **School Hours**

The Paragon School Campus is open for distance learning support Monday through Friday from 9:00 am to 5:00pm Eastern Standard Time.

The Paragon School will be closed on the following United States holidays: Memorial Day weekend, July 4<sup>th</sup> (weekend), Labor Day weekend and Thanksgiving weekend. There will be a school recess between Christmas and New Years. The school may be closed for various industry-related seminars and shows, bad weather or other non-scheduled holidays.

## **Class Schedules**

With our distance learning program, there are no structured class schedules to follow – you are in control of your own learning pace. Each of the three distance Learning Student programs have a limit of 6 months each to complete however, some students have completed the course in as little as a month while others take up to 18 months to complete the entire Distance Career Learning Program. The amount it takes to complete the program is all up to the individual student.

## **Admission Requirements**

### **Distance Learning Study Programs**

No previous experience is necessary for our entry level Bather/Brusher Distance Learning Program. Successful completion of the Paragon Pet Bather/Brusher Career Program is required to advanced to the Paragon Pet Grooming Career Program. Successful completion of the Paragon Pet Grooming Career Program is required before advancing to the Paragon Pet Stylist Career Program. Student may apply for hands-on Training at the Paragon Training Center after the successful completion of any of the Paragon Distance Learning Programs to refine their hands on skills. Previous professional experience is necessary for the 120 clock hour Skill Enrichment Programs which is held at the Paragon Campus. A special enrollment questionnaire will be required for this training program. All applicants are required to be at least sixteen years of age, have a genuine concern and affection for animals, be able to stand for a minimum of four hours at a time and easily lift up to 50 pounds. Credit is not granted for previous training.

## **To Apply & Enroll**

Send in your completed Application form with \$25.00 Application Fee. The Paragon School will contact the applicant after receiving their application. An entrance packet along with a school catalog and an enrollment agreement will be sent to the applicant. The applicant should review the material and call the school with any questions. Sign the Enrollment Agreement and send it to The Paragon School along with your payment. The Paragon School will send out the first set of student study materials within two business days of processing your enrollment. You may begin your program as soon as your study materials arrive to your location. The school reserves the right to accept or decline any application for enrollment.

## **SATISFACTORY PROGRESS**

Students must maintain satisfactory progress in order to achieve the objectives of their chosen program and remain in the diploma program. In order to maintain satisfactory progress, students must comply with the following regulations. This precludes any extenuating circumstances, which, at the discretion of the Director, are documented and maintained in the students' permanent files.

## **Suitable Progress for Distance Learning Home Study**

The Distance Learning Home Study Program is divided into three sections. The home learner can complete each unit as quickly as they like or take up to 6 months to complete each unit – allowing up to 18 months to complete all three sections; the Bather Brusher Program, the Pet Groomer Program or the Pet Stylist Program.

## **Grading Distance Learning Home Study**

The grading system involves written test grades along with a written review and grade of ten different grooming jobs on various dogs using our standardized Photo Journal outline. A series of on-line tests will be given to the learner so they can effectively track their progress through the program. If a student does not pass an on-line test or a Photo Journal Test, he/she may repeat the test once more on or before his/her scheduled end date for that module. If a written test or Photo Journal test is not taken on or before the scheduled end date for that level, the student will be given a "0" for that test. Report cards are issued at the end of each module. A student must maintain a 70% grade average in order to receive a diploma from the Paragon School. The following grading system is used:

Written Test Grade	50% of total grade
Photo Journal Entries	35% of total grade
Grooming Tracking Sheet Effort Grade	15% of total grade

## **Leave of Absence Policy**

The school recognizes that personal emergencies may arise, for which a student must take a leave of absence. The student must request a leave of absence in writing. The request will be reviewed and a decision to grant the leave will be at the discretion of the Director. A return date will be scheduled. Upon return, the student will restart

his/her program by accumulating time from his/her last day of study prior to the leave. A new scheduled end date will be assigned. A student is allowed only one leave during any program. If a student does not return to the on-line training or request a return date within 100 days of his/her last day of attendance, he/she will be terminated from their program.

## **Termination Policy**

Students are expected to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below may result in termination.

1. All types of dishonesty, including knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
2. Failure to maintain student loan payments.
3. Failure to maintain satisfactory progress.

## **Re-Instatement Policy**

If a student who has been terminated for any reason wishes to be re-instated, he/she must notify the school in writing within two weeks after termination. Upon receipt of this notification, the Director will notify the student regarding if and when re-instatement can occur. The school will require the student to rectify the reasons for termination before re-admittance. A \$100.00 reinstatement fee must be paid prior to re-admittance.

## **Certificates & Diplomas**

Currently there are no states that require certification or licensing for pet groomers. At the completion of the Paragon Distance Learning Program– Career Edition, students who have attained a 70% to 79% grade average will receive a certificate of completion. Students attaining an 80% grade average or higher will receive a diploma. Students in all other programs will be granted a Certificate of Completion at the successful conclusion of the training program. Presentation of certificates or diplomas is contingent upon fees being paid in full, including tuition, tools and supplies.

## **Placement**

Graduates are offered placement assistance at no additional charge. This assistance is available to them throughout the life of their careers. Although employment is not guaranteed, a comprehensive list of local and national job opportunities in the pet care field is maintained at the school. Placement assistance is offered on a personal basis and every effort is made to give each student the special attention needed to aid him/her in securing employment in a position which best suits his/her career objectives.

## **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES**

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An Application Fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing an Enrollment Contract with the Paragon School of Pet Grooming. All refunds shall be returned within 30 days. Once the 3 business days have elapsed the following refund policy will apply:

If cancellation occurs after the three business day period but prior to commencement of classes, the \$25.00 Application Fee, and a \$175.00 Tuition Processing/Termination Fee will be retained by the school and all other funds paid will be refunded. Notice of cancellation should be mailed registered or certified with return receipt requested. Postmark on letter or date of telegram, determines date of cancellation.

## **TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

A student may voluntarily withdraw at any time from any of the three Paragon Distance Learning Career Programs including, the Bather/Brusher Program, the Groomers Program or the Stylist Program. In such cases, a letter to the Director from the student is required. A student may be dismissed for any infraction of the school rules or policies which are listed in the school catalog. The termination date for refund computation purposes is the date of the certified letter or e-mail received by the school from the student or the date the student was terminate due to an infraction of the school rules. Refunds of tuition are as follows:

**Paragon Distance Learning Career Program Editions:** *The school may retain the \$25.00 Application Fee and the \$175.00 Tuition Processing/Termination fee plus:*

A. 25% of the total tuition if termination or withdrawal occurs between 4-7 days of the signed enrollment agreement.

B. 50% of the total tuition if termination or withdrawal occurs between 8-14 days of the signed enrollment agreements for each program.

C. 100% of the total tuition if withdrawal or termination occurs after 15 days of the signed e enrollment agreements for each program.

All refunds due the student shall be refunded by the school within 30 calendar days from the date of termination of enrollment at the school or upon receipt by the school of notification from the student of withdrawal from the school.

## **Student/Instructor Assistance**

Although the Paragon Distant learning program is designed for structured self study, you are only a phone call or e-mail away from our professional help line that is available to all current students of the Paragon Distance Learning Career Programs for duration of your enrollment contract. Personal assistance is available during regular

business hours or on-line. All e-mail correspondence that comes in after hours will be answered within the next business day.

## **Staff**

The staff and trainers are personally selected by Ms. Verplank for their individual talent and experience. Many of the Paragon Trainers are contest winning stylists and Certified Groomers or Certified Master Groomers through the International Pet Groomers Association voluntary testing organization. (IPG)

*The Paragon School of Pet Grooming supports affirmative action and equal opportunity.  
It does not discriminate in educational programs or employment in any policies,  
practices or procedures*

## Tool Kit and Text Books

Students must have the required tools, text books and DVDs at the start of class. Students can furnish their own tools and text or purchase them from The Paragon School. Tools and text book requirements are subject to change. Tool kits, text books and DVDs purchased through the Paragon School can be returned after they are issued to the student providing they are returned in new condition. DVDs may not be returned unless their packaging seals have not been broken or are defective. There will be a \$75 re-stocking fee for returned tool kits and a re-stocking fee of \$5.00 for each text book.. The following is a list of required tools and texts:

### ***REQUIRED TEXT BOOKS***

◆ “ <i>Cesar’s Way</i> ” - Cesar Milan	\$24.95
◆ “Canine Terminology” – Harold Spira	\$24.95
◆ “AKC Complete Dog Book” – The American Kennel Club	\$32.95
◆ “Notes From the Grooming Table” – Melissa Verplank	\$68.95
◆ “Theory of Five” – Melissa Verplank	\$32.95
◆ “First Aid in the Salon” – John Stazko	\$9.95
<b>TOTAL</b>	<b>\$194.70</b>

***Books may be purchased indepentantly or separtely through Paragon + MI sales tax and shipping cost***

***~ Purchase all titles as a entire Paragon Book Package deal for \$150.00***

***SUGGESTED TOOLS FOR THE  
PARAGON BATHER BRUSHER PROGRAM***

*Tool kit price through Paragon: \$405.00 + MI sales tax) and shipping cost*

- ♦ Professional Two Speed Clipper
- ♦ #40 Blade
- ♦ #10 Blade
- ♦ Greyhound Comb
- ♦ Heavy Slicker Brush
- ♦ Large Nail Trimmer
- ♦ Blending Shear
- ♦ Small Shear
- ♦ Locking Hemostats
- ♦ Blade Coolant
- ♦ Spray Disinfectant
- ♦ Pumice Stone
- ♦ Ear Powder
- ♦ Ear Cleaner
- ♦ Kwik Stop
- ♦ Safety Slip Lead
- ♦ Grooming Apron
- ♦ Starter Shampoo & Conditioning Kit

***SUGGESTED TOOLS FOR THE  
PARAGON GROOMING & STYLING PROGRAMS***

*Tool kit price through Paragon: \$689.00 + MI sales tax (where applicable) and shipping cost*

- ♦ Professional Two Speed Clipper
- ♦ #40 Blade
- ♦ #15 Blade
- ♦ #10 Blade
- ♦ #7F Blade
- ♦ #5F Blade
- ♦ #4F Blade
- ♦ #2 Comb
- ♦ #1.5 Comb
- ♦ #1 Comb
- ♦ Greyhound Combination Comb
- ♦ Wide Toothed Comb
- ♦ Heavy Slicker Brush
- ♦ Rubber Curry
- ♦ Large Nail Trimmer
- ♦ 8.5" Straight Shear
- ♦ 8.5" Curved Shear
- ♦ Thinning Shear
- ♦ Small Shear
- ♦ Locking Hemostats
- ♦ Blade Coolant
- ♦ Spray Disinfectant
- ♦ Pumice Stone
- ♦ Ear Powder
- ♦ Ear Cleaner
- ♦ Kwik Stop
- ♦ 2 Finger Guards
- ♦ Grooming Loop
- ♦ Safety Lead
- ♦ Grooming Apron
- ♦ Starter Shampoo & Conditioning Kit

***SUGGESTED TOOLS FOR UPGRADE FROM  
PARAGON BATHER BRUSHER PROGRAM TO  
PARAGON GROOMING & STYLING PROGRAMS***

*Tool kit price through Paragon: \$263.00 + MI sales tax (where applicable) and shipping cost*

- ♦ #15 Blade
- ♦ #7F Blade
- ♦ #5F Blade
- ♦ #4F Blade
- ♦ #2 Comb
- ♦ #1.5 Comb
- ♦ #1 Comb
- ♦ Wide Toothed Comb
- ♦ Rubber Curry
- ♦ 8.5" Straight Shear
- ♦ 8.5" Curved Shear
- ♦ 2 Finger Guards
- ♦ Grooming Loop



