



## **DIAMOND CUT DOG GROOMING SCHOOL**

483 Medina Road Rt. 18  
Medina, OH 44256  
(330) 239-1471 (Voice)  
(330) 239-4744 (Fax)

Email: [nancy@schoolfordoggrooming.com](mailto:nancy@schoolfordoggrooming.com)

School Year 2012 - 2013

CERTIFICATE PROGRAM: DOG GROOMING INSTRUCTION  
AND REGISTERED SCHOOL OF DOG GROOMING  
APPROVED BY THE STATE BOARD OF CAREER COLLEGES AND SCHOOLS  
STATE OF OHIO BOARD CAREER COLLEGES & SCHOOLS REGISTRATION  
**CERTIFICATE OF REGISTRATION NUMBER: 99-01-1506T**



Instructor: Nancy McClain  
Certified Professional Groomer and Instructor  
Owner of Diamond Cut Dog Grooming School

Printed: December 18, 1998

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Dear Prospective Student:

Thank you for your interest in wanting to have a new career in Dog Grooming Instruction. I personally believe you will love Diamond Cut Dog Grooming School. The following pages contain important information on registration and requirements to become a graduate of Diamond Cut Dog Grooming School. If you have questions after reviewing the information, please contact me at the above listed email, telephone and mailing address.

If you decide to choose our School, please return pages 4-11 of the Enrollment Agreement/Application along with a \$125.00 registration fee. Also refer to the items to bring to school list at the end of the booklet.

Again, thank you for your interest in Diamond Cut Dog Grooming School.

Sincerely,

*Nancy McClain*

Nancy McClain  
Professional Certified Groomer and Instructor

See what others are saying about our school. Follow the links to view complete documents.

[Just wanted to drop you both a note to say how much my daughter Leah enjoyed your program.....](#)

[My daughter is a graduate of their wonderful hands on grooming school. She enjoyed every day of her learning experience with Nancy.....](#)

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## *A Few Words from the Instructor...*

My name is Nancy McClain and I am the owner and instructor of Diamond Cut Dog Grooming School. I have 40 years of Professional Dog Grooming experience and have been teaching students for over 35 years. I am approved by the State Board of Career Colleges and Schools and have a State License by the State Board for Master Groomer Certification. I also have a Pet Massage Certification.

I have been chosen as a participant in Career Days at various schools, including Brecksville-Broadview Heights Middle School this past year. In 1997 I was chosen as a participant of Career Day at Wadsworth High School in Wadsworth, Ohio and A.I. Root School in Medina, Ohio. When I received the letter from Dr. Susan L. Forrer requesting my participation in this event, I was very honored. I was able to interact with over 1,300 students and had the opportunity to discuss Professional Dog Grooming at Diamond Cut Dog Grooming School.

I have always loved the profession of dog grooming because it can be a very happy experience for both the pet as well as the groomer. Safety for the pet as well as the groomer is the **Number One Factor** taught in our classes and you are taught the correct way to groom. We have a State of the Art Grooming School. You will be able to use the Clipper Vac System. We can also teach you everything you need to know to be a Cat Groomer or a Mobile Groomer. I am very knowledgeable in the pet industry and will help you any way I can.

Our grooming shop is wheelchair accessible and is equipped with the latest equipment. We have hydraulic tables and ramps, so there is no heavy lifting. You will love our pressure washer and our method of lifting heavy dogs with ease. We use all natural grooming products and discourage the use of harsh chemicals on the animals we groom. Our mission is to make grooming a happy and pleasant experience for both the groomer and the pet. Our customers are happy and their pets love coming to our school.

I look forward to seeing you in my next class!

Sincerely,

*Nancy McClain*

Nancy McClain  
Director Diamond Cut Dog Grooming School

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BBB Accredited Business

Copyright December 18, 1998

Revised January 28, 2012

**ENROLLMENT AGREEMENT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Drivers License Issued: \_\_\_\_\_

<b>Tuition and Fees</b>	<b>Payment</b>
Registration Fee:	\$125.00
Laboratory Fee:	\$200.00
Material Maintenance Fee :	\$50.00
Instructional Tuition Fee:	\$2,500.00
<b>Total Cost:</b>	<b>\$2,875.00</b>

Registration Fee of \$125.00 must accompany this enrollment form.

Program: Dog Grooming Instruction

Start Date: \_\_\_\_\_  
*(Specify Date You Want To Start)*

Program Description:

A Breakdown of the Total Number of Hours of Instruction Offered Per Program of an 80 Hour Course:

This Program can be completed in 2 weeks. We have incorporated our bathing and brushing into the grooming course. We have not separated our programs. We feel brushing and bathing is part of the grooming. This way you are able to spend more time with hands on and learning the grooming. Students can complete the 80 hour course by scheduling their class on week days or days in which they are able to attend. This may be just a Saturday class or a few days a week, that would be convenient to their job schedule. This would take longer than a two week period if you work a full time job. We do have some students that can only attend one day a week because of their work schedule.

Total Number of Hours: 80

64 Total hours of Hands on Grooming

16 Total hours of Theory

**Tuesday Class 10:00am-6:30pm, Theory**

**Wednesday Class 10:00am-6:30pm**

**Thursday Class 10:00am-6:30pm**

**Friday Class 10:00am-6:30pm**

**Saturday Class 10:00am-6:30pm**

Class time includes ½ hour lunch daily, this is not counted as clock hours. You will have 8 clock hours per day, and on some days it may be longer.

Each student may voluntarily help clean. Clean up time is also not included as clock hours.

Cancellation and Settlement Policy:

- An enrollment or registration contract signed by the student and/or a parent or guardian may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full the registration or enrollment fee and any other charges paid plus any and all advanced tuition fees collected. Such refund shall be made no later than thirty days after cancellation.
- After five (5) days from the day the agreement was signed but before the school term starts the student will receive a full refund of all fees paid with the exception of the Registration Fee.
- Last day of student attendance will be considered the withdrawal date for refund calculations.

Refund Policy:

The Diamond Cut Dog Grooming School uses the refund policy as established in the Ohio Administrative Rule 3332-1-10. Schools using federal financial aid must comply with federal financial aid policies.

50-300 Clock Hours per term, quarter or semester

- Clock Hours are based on the 80 hour course by percentage of the clock hours.
- A student who starts class and withdraws before the academic term is 15 % completed, will be obligated for 25% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed, will be obligated for 75% of the tuition and refundable fees, plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed, will not be entitled to a refund of the tuition and fees.

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Students first should direct a written complaint to the director of the school. If you like you may also direct any problem if no resolution in forthcoming to State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215 Phone 614-466-2752 or 877-275-4219 Toll Free.

I acknowledge that I have received a College Catalog and agree with the school policies and procedures as stated.

I acknowledge that I have received and read a copy of this agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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ENROLLMENT APPLICATION

*PLEASE CHECK THE APPROPRIATE BOXES THAT APPLY TO YOU:*

Weekday Classes: ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

Weekend Classes: ( ) Saturday

( ) CERTIFICATE PROGRAM: DOG GROOMING INSTRUCTION 80 HOURS

SCHOOL HOLIDAYS:

New Years Eve and New Years Day  
Memorial Day (Observed)  
Independence Day (July 4th)  
Labor Day  
Thanksgiving Day  
Christmas Eve and Christmas Day

THE SCHOOL HAS THE RIGHT TO AMEND THE CALENDAR

(PLEASE PRINT CLEARLY). PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION:

Enrollee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number and State of Issuance: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Address: \_\_\_\_\_

Parent or Guardian's Home Phone Number: \_\_\_\_\_

Parent or Guardian's Work Phone Number: \_\_\_\_\_

**BACKGROUND INFORMATION: PLEASE ANSWER ALL QUESTIONS:**

Last High School Attended: \_\_\_\_\_

Address Of High School Attended: \_\_\_\_\_

Did you graduate? ( ) Yes ( ) No

What was your course of study? \_\_\_\_\_

Trade, Business or Correspondence School? ( ) Yes ( ) No If Yes, Which One? \_\_\_\_\_

\_\_\_\_\_ Did you graduate? ( ) Yes ( ) No

Spouse's Name: \_\_\_\_\_ Spouse's Work Phone: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

Spouse's Employer Address: \_\_\_\_\_

How did you first hear about Diamond Cut Dog Grooming School? \_\_\_\_\_

\_\_\_\_\_

Are you currently employed? ( ) Yes ( ) No

Name and Address of Current Employer: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Current Employer: \_\_\_\_\_

Your Medical History:

Are you on medication? ( ) Yes ( ) No

If you are on medication, please list: \_\_\_\_\_

Do you have any allergies? ( ) Yes ( ) No

Do you have any Asthma? ( ) Yes ( ) No

Diabetes? ( ) Yes ( ) No

Impaired Vision? ( ) Yes ( ) No

Heart Condition? ( ) Yes ( ) No

Learning Disability? ( ) Yes ( ) No

Prosthetic Device? ( ) Yes ( ) No

High Blood Pressure? ( ) Yes ( ) No

Are you pregnant? ( ) Yes ( ) No

Do you have any medical problems that may interfere with you being a groomer ( ) yes ( ) no

Do you think, in your opinion, that you may have any problem in ability to not perform as well as a professional dog groomer as the next person? ( ) Yes ( ) No

Are you a quitter, when times get rough? Yes( ) No ( )

Do you understand that dog grooming is very hard work? Yes( ) no ( )

Puppies, old dogs, and dogs that have been mistreated may be the difficult ones to groom do you understand that? Yes( ) no ( )

Do you have any problems that may prevent you from finishing this course of Dog Grooming Instruction?  
Yes( ) no ( )

Why are you taking this course of Dog Grooming Instruction?

Do you have any doubt in your mind that you could not do this? Yes ( ) no ( )

*Please list two (2) references and explain how you know them and how long you have known them. Please include their address and phone number:*

Reference (1): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ How Long Have You Known This Person? \_\_\_\_\_

How have you come to know this reference? \_\_\_\_\_

Reference (2): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ How Long Have You Known This Person? \_\_\_\_\_

How have you come to know this reference? \_\_\_\_\_

Have you had any prior grooming experience? ( ) Yes ( ) No

In Case Of Emergency, Please Notify:

Name: \_\_\_\_\_ Relationship To You: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Questionnaire

Please Tell Me About Yourself: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to learn DOG GROOMING INSTRUCTION? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do barking dogs bother you? ( ) Yes ( ) No

Do you mind cleaning up after class is finished? ( ) Yes ( ) No

Do you require continuous one-on-one instruction in class? ( ) Yes ( ) No

Are you able to work on your own once you have been instructed? ( ) Yes ( ) No

Do you have a sense of humor? ( ) Yes ( ) No

Are you a leader or a follower? ( ) Leader ( ) Follower

Do you have patience? ( ) Yes ( ) No

Are you a dedicated person? ( ) Yes ( ) No

If you had to work late hours, would this bother you? ( ) Yes ( ) No

Do you have a sense of responsibility? ( ) Yes ( ) No

Are you a punctual person? ( ) Yes ( ) No

Are you reliable? ( ) Yes ( ) No

Do you handle stress well? ( ) Yes ( ) No

Are you patient with animals? ( ) Yes ( ) No

Can you take criticism? ( ) Yes ( ) No

Do you work well with other students? ( ) Yes ( ) No

Do you have common sense? ( ) Yes ( ) No

In your opinion, do you have artistic ability? ( ) Yes ( ) No

Would you like to work in a grooming shop or own your own business?

Work in a grooming shop: ( ) Yes ( ) No      Own your own business? ( ) Yes ( ) No

Are you afraid of dogs? ( ) Yes ( ) No

If you would like to add anything more to this application, please do so: \_\_\_\_\_

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Enrollee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL CALENDAR:

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The program is 80 hours.

The weather will play a role in the actual class schedule. If classes are canceled due to inclement weather, they will resume when as soon as the weather conditions permit.

The following holidays are observed and no classes will be held:

New Years Eve  
New Years Day  
Memorial Day (Observed)  
Independence Day (July 4th)  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

The school has the right to amend the calendar.

### ENROLLMENT DATES:

Please check with the school to see the next enrollment class schedule. Classes are held monthly and for students that work a full time job we can accommodate a schedule to fit your needs. Always call for availability, please.

### ENTRANCE REQUIREMENTS:

- Applicants must be 18 years of age or have parent or guardian's signature.
- Applicants must be drug free other than prescription prescribed by a medical doctor.
- Applicants must possess a valid ID

### LODGING FOR OUT OF STATE STUDENTS:

A variety of lodging options are available in the area such as hotels, rooms for rent and efficiency apartments. Recommendations will be provided upon request to those who require these accommodations.

### LEAVE, ABSENCES, CLASS CUTS, TARDINESS AND UNSATISFACTORY WORK OR ATTENDANCE:

Students are expected to be on time and attend all scheduled classes. Dogs are scheduled per student and the responsibility is yours. Dogs can not go home ungroomed.

### CLEANING:

As part of training, every student will be responsible for sanitation and cleaning of bath tub, floors, cages, tables and equipment, and vacuuming.

### DRESS CODE:

Students must come to classes dressed appropriately.

### PERSONAL PHONE CALLS

No personal phone calls are allowed except for emergencies.

### JOB PLACEMENT:

An employment board is placed in shop with a list of jobs available for groomers.

### COURSE DESCRIPTION:

A copy of your current curriculum along with course outlines, descriptions, and program goals.

- Learning tools of the trade and how to use them and learn what they are for
- Learn to be a Mobile Groomer and learn what you need to know to be the best
- Learning to groom all the breeds that are available.
- Safety
- Disinfecting
- Table and Cage Sanitation
- Combing
- Brushing
- Dematting
- Ear Cleaning
- Nail Clipping
- Clipper Vac System and how to use it properly (you will love it!)
- Cage Drying and Fluff Drying
- How to Handle and Control Dogs
- Tricks of the Trade
- Proper Scissoring Techniques
- Poodle Sizes
- First Aid (For the Dog and the Groomer – Basics only)
- Ruffing In the Dog
- Mustaches and the Top Knots
- Aggressive Dogs and How to Handle Them
- Fleas, Worms and Ticks; How to make natural shampoos and flea dips
- Teacher Demonstration
- Shaving Down the Dog

- Maintenance of Equipment
- Client Public Relations
- Telephone Etiquette
- Opening Your Own Shop and Types of Insurance Needed
- Working For A Shop
- Grooming Pay Scale
- How To File and Keep Track of Your Records For Income Tax
- Clipping Feet, Face, Stomach, Rectum, Privates, and Tail
- Anal Gland
- Teeth Brushing
- Carding and all the tools needed and also using different equipment to do it with, to make it easy
- Poodle Feet How To Shave Them
- Different Ears And How To Shape Them
- Bracelets On Poodles
- Faces On Mixed Breeds
- Cleaning Your Blades And Knowing When It Is Time To Have Them Sharpened
- Bow And Bandanna Making
- Learning Easy Ways To Restrain The Dogs And Being Safe
- Keeping A Clean Shop
- Grooming From Your Home (Zoning)
- Shop Location and Shop Design and Location
- How To Register Your Trade Name
- How To Select a Name For Your Shop
- Scheduling Appointments For Customers
- Tricks Of The Trade 40 Years Of Secrets
- Questions And Answer Time

#### STANDARDS FOR SATISFACTORY PROGRESS:

One hundred percent attendance and completion of all tests at an eighty percent (80%) level is required for satisfactory progress.

Final grades are issued at the end of the course.

- A - Superior (100-90)
- B - Good (89-80)
- C - Average (79-70)
- D - Below average (69-65)
- F - Failed (64 and below)

All students must pass the written test and have at least an average score to receive their certificate.

#### STUDENT CONDUCT AND CONDITION FOR DISMISSAL:

Other than the products of Diamond Cut Dog Grooming School, no books, magazines or printed material is allowed to be brought to school, this takes up class time. No soliciting shall be conducted between students at any time. No comparing homework or notes and asking students questions will not tolerated.

Students are expected to act in a mature and considerate manner in all functions in the school.

The following may result in disciplinary action, including suspension or dismissal from the training program:

- Vandalism
- Gambling
- Consumption of alcoholic beverages/drugs
- Possession of firearms and weapons
- Smoking in non-designated area (Smoking is prohibited in the shop)
- Physical abuse or harassment
- Improper handling of animals
- Stealing (Will be prosecuted)
- Abusive Language
- Poor Attitude
- Animal Mistreatment - (No student is allowed to physically or verbally abuse an animal)
- The school has the right to accept new students and if the school feels uncomfortable with the student, has the right to refund their money back to them. If, for any reason, the school feels that their may be a problem in any way or for the school at anytime, a refund based on a student's clock hours as to the amount of the refund will be refunded back to the student

If for some reason you are dismissed from any of the reasons this will not release a student of his tuition responsibility or the school from the refund policy. However, the instruction that I may miss due to emergency absences may be made up by attending corresponding sessions with another class on a date designated by the school authority. Upon acceptance of this enrollment, the above named school agrees to provide the facilities, equipment, lessons, and instructional director for completing the training of the course described in the school catalog. There is no extra cost for test materials, unless one wishes to purchase them for further use in the future. Other equipment may be purchased by request. Tuition must be paid in full on or by 2 weeks before class starts.

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NUMBER OF HOURS REQUIRED FOR A CERTIFICATE PROGRAM DOG GROOMING INSTRUCTION

80 HOURS

16 TOTAL HOURS OF THEORY

64 TOTAL HOURS OF HANDS ON GROOMING

Student must complete a list of essays assigned to be completed before graduation.

TUITION AND FEES:

REGISTRATION FEE: \$125.00

LABORATORY FEE: \$200.00

MATERIAL MAINTENANCE FEE: \$50.00

INSTRUCTIONAL TUITION FEE: \$2,500.00

TOTAL COST FOR 80 HOURS: \$2,875.00.

## REQUIREMENTS FOR GRADUATION

All students must pass the written test and have at least an average score of C (79 to 70 percent) to receive their certificate.

Students must be able to groom the breed given to them on their last day.

Your grade will reflect on your ability as a groomer, how you handle your dog. Being able to groom the breed on your own with little help if needed from your instructor. Speed is a factor at this point, but also may depend on the condition and temperament of the dog given that day. Cleaning is also graded. Having a clean shop will reflect throughout your grooming career. All this is accounted for as your final grade. You will also have your final test in class. We also do verbal quizzes. They are part of your training.